



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 557**
Preliminary Sidewalk Inspections – Process Outline

DATE: August 27, 2015

CREATED BY: Land Development Division/ Engineering and Tree Preservation Section

Purpose:

As a customer service initiative, Development Services Department (DSD) created this Information Bulletin (IB) to inform our customers of a revised process that is now in place to provide preliminary sidewalk inspections. This IB was developed in order to assist the development community in identifying existing sidewalks, curbs, wheelchair ramps, and driveway approaches that will not comply with current code and will be required to be replaced in order for a building permit to be approved.

The intent is for these inspections to occur during the design process and coordinated between the Construction Inspections Team and the Design Professional. The preliminary inspection does not exempt the design professional from the responsibility to provide a design which complies with ADA and all other relevant codes and ordinances. This preliminary inspection is a service provided by the DSD construction inspection staff that it is offered to the applicant on a voluntarily basis and not a requirement. The primary applicable code sections are from the Unified Development Code (UDC) – Article V – Section 35-506(a)(2)-Building Permit Requirements for Curb and Sidewalks – Section 35-506(o) – Wheelchair Ramp Standards – and Section 35-506(q) – Sidewalk Standards.

Scope:

The process to request a preliminary sidewalk inspection will be as follows:

1. Applicant completes the attached application (See Page 3) and provide a site layout (11" x 17" preferred) to the Land Development office at 1901 S. Alamo Street or by email to Chief Construction Inspector Elwerd Weiderhold at: Elwerd.Weiderhold@SanAntonio.gov (210) 207-0169
2. City staff will create a project number and assess fees for the inspection. The applicant will be notified of the project number and fees due.
3. Upon payment of fees, staff will schedule the inspection and may notify the applicant of the date/time that the inspection will occur. The designer or owner may have a representative present at the inspection if preferred.

After the inspection is complete, the applicant will be provided with a red-lined copy of the site plan by email, identifying deficiencies in the existing infrastructure that will be required to be replaced as applicable under 35-506(a)(2) for issuance of the building permit. The red-lines will be retained by the Traffic/Sidewalk division for review at the time the plans are submitted. It is recommended that the design professional include a copy of the red-lines with the initial submittal in order to allow for verification that the required modifications have been included in the design.

4. In the event that the design professional does not agree with the assessment by the inspector as to areas that are deemed “non-compliant”, a formal Administrative Exception Variance Request (AEVR) may be submitted in accordance with [IB 124](#) for review by a Department engineer.

Fees:

As mentioned above, this service is voluntary and not a requirement. If the applicant wants to take advantage of this Preliminary Sidewalk Inspection, then payment of an inspection fee of \$100.00/hr. (2-hr. minimum) is required. This fee is listed in the Fee Schedule as “Inspections for which no fee is specifically indicated”. Payment of \$200.00 is due with submittal of the application for the request for inspection. For applications where the inspection and review take longer than 2-hours, an additional fee beyond \$200.00 may be charged prior to approval based upon the same hourly rate.

Application for Preliminary Sidewalk Inspection

(See Page 3 of this Document for Application)

Should any questions arise concerning this information bulletin please contact Kevin Collins, Senior Engineer at (210) 207-2806.

Summary:

This Information Bulletin is for informational purposes only.

Prepared by: Kevin Collins, PE, Senior Engineer

Reviewed by: Pablo G. Martinez, PE, Development Services Engineer

Authorized by: John Jacks, Assistant Director



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



PRELIMINARY SIDEWALK INSPECTION APPLICATION

Project Name:			
Project Address:		Zip Code:	
A/P # /PPR #			
Owner/Applicant Name:			
Company:			
Address:		Zip Code:	
Tel #:	Fax#	E-Mail:	

Site Plan Requirements

- 1) Provide a site plan (11" x 17" preferred) for the development at a scale of 1":100' or larger.
- 2) Identify property lines, right-of-way, street designations, existing sidewalks, drive approaches and curbs.
- 3) Show existing structures and parking facilities.
- 4) Identify project limits as necessary.
- 5) Provide a brief description of the scope of work for which the overall project entails and what type of building permit is anticipated in the area designated below.

Brief Description of Scope of Work

Signature of Owner/Applicant

Date